

ARROWHEAD REGIONAL MEDICAL CENTER

POLICY DESCRIPTION FORM

Department/Group: Arrowhead Regional Medical Center Budget Code: EAD MCR
 Title: Restoration of 17 Positions Within 1 Classification – Ward Clerks

PRIORITY: Rank 3 of 11 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Ward Clerks - Positions are assigned to all three shifts and provide critical support to all medical staff, including physicians, on an assigned unit. These positions input physicians' orders such as for laboratory testing, nutritional assessment orders, prescription orders, rehabilitation service orders, consultations, and advanced directive information. The Ward Clerk receives and records results of tests and other orders; notifies medical staff of changes in medical records; registers patients; assembles and maintains patient charts; and prepares and maintains related medical records, forms, logs, requests, notifications and reports. With medical staff dedicated to providing hands on patient care and assessment, Ward Clerks are essential. Without these positions, patient care will be compromised as orders will not be processed and vital patient information not maintained.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 366,455	\$ 403,101

CLASSIFICATIONS

Budgeted Staff	Title	Amount
11.9	Ward Clerk	366,455

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount

Reimbursements (specify) _____

Total: \$ 366,455 \$ 403,101

REVENUE (specify source)

Patient Services	366,455	403,101

Total: \$ 366,455 \$ 403,101

LOCAL COST \$ 0 \$ 0